

Custodial, Labor and Trades Branch
Skilled Trades Group
Automotive Maintenance Series

AUTOMOTIVE BODY REPAIRER

03/95

Summary

Under general supervision, performs skilled automotive body repair work; performs related duties as required.

Typical Duties

Inspects vehicle bodies and fenders for dents and breaks; straightens bodies, fenders, grilles, door panels and hoods; checks frames and doors for alignment; removes and replaces glass; sands, prepares and paints metal surfaces; shrinks and repairs stretched metal; solders and welds damaged metal; applies metal putty; replaces door locks; maintains records of activities and materials used; requisitions and maintains stock of supplies and materials; complies with safety precautions of the trade; performs cost estimates of repairs; as assigned, assists mechanics.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D., completion of an on-the-job apprenticeship program in body repair and two years of automotive body repair experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the practices and procedures of automotive body repair; good knowledge of the occupational hazards and safety precautions of the trade.

Ability to estimate time and materials required to make repairs; ability to maintain proper stockage levels of tools, supplies and equipment; ability to comply with safe working practices and procedures; ability to establish and maintain effective working relationships with fellow employees; ability to maintain records and prepare reports.

Skill in the use and care of the tools and equipment of the trade.

Physical Requirements: Mobility within an automotive repair facility; lift and carry heavy objects (50 to 75 pounds); exposure to noxious fumes.

Special Requirements: Must furnish own tools of the trade. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Licenses and Certificates: Texas Class "B" Driver's License; Certificate of Completion of Automotive Body Repair Apprenticeship Program.

Director of Personnel

Department Head